

☐ UNCLASSIFIED☐ CONFIDENTIAL☐ SECRET

REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

Deadline Date, if applicable

Attachment

☐ Yes☐ No

Justification:

Special Considerations, if any:

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requesting Official

Tel. Ext.

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